

FULL-TIME EMPLOYMENT OPPORTUNITY

Position Title:	Social Service Worker 2
Location/Department:	Job & Family Services/Family & Children Services
Supervisor:	Marci Amato
Hourly Starting Pay Rate:	\$13.88
Pay Range:	E
Classification:	Full-time, Classified, Non-exempt
Date Issued:	September 23, 2014
Application Deadline:	October 7, 2014 at 5:00 p.m.
This position is in the Bargaining Unit.	

POSITION DESCRIPTION:

In the Family & Children Services Division, conducts interviews (typically in customer's residence or places outside of the normal office setting) with families and children who are in need of guidance or evaluation; prepares assessments; devises treatment plans, prepares social histories; determines eligibility for services, transportation and other related services; periodically appraises treatment plan and home situation to determine appropriateness of services; completes necessary paperwork. Completes family assessments, maintains necessary case records, data, and supportive materials; prepares and compiles social and medical histories, court documents, and referrals. The incumbent must meet procedural deadlines governing the management of social services cases set by the State of Ohio, the Agency and other administrative bodies and ensures that the documentation is complete and accurate. The successful applicant will establish and maintain positive working relationships with community agencies. The incumbent is required to interact with the court system, make court appearances when necessary; attend and possibly present at conferences, and workshops. The incumbent will be required to transport customers when needed.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in a human-services related field of study.
- The incumbent must possess a valid driver's license, required insurance, and maintain a safe and reliable vehicle that may be used in transporting clients of CCDJFS.
- This position requires the incumbent to access non-ADA compliant homes or facilities.

PREFERRED QUALIFICATIONS:

- Demonstrated ability to work in a variety of computer programs.
- Demonstrated knowledge of writing and reviewing goals and writing case notes.
- Demonstrated previous experience in working with children and families in human service field.
- Demonstrated knowledge on basic interviewing skills.
- Demonstrated experience in working with team decision making.
- Demonstrated experience in problem solving, managing change, and conflict resolution.
- Demonstrated effective organization skills with ability to prioritize and complete work in a timely manner.

Note: Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

UNUSUAL WORKING CONDITIONS/HAZARDS:

Applicant must have the physical and visual ability to enter homes and facilities that may not be ADA accessible. This position involves regular exposure to environmental factors (i.e. cold, excessive heat, noise, fumes, vibration, dirt) during interviews and meetings conducted outside of the office. The position may involve lifting or carrying children, carrying and installing child car seats and exposure to contagious diseases. No heavy labor is involved; however, risk of injury stems from going in and out of conditions that may or may not be safe. The incumbent may occasionally interact with angry or hostile clients.

BENEFITS:

12 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, and Vision Insurance, Disability & Life Insurance, Tuition Reimbursement, Sick & Vacation Leave, and Opportunities for Growth & Promotion.

Interested applicants must submit a letter of interest, a current resume and a completed Clark County Department of Job & Family Services Employment Application. Please be sure to specify skills and experience applicable to the position you are applying. Applications are available at CCDJFS, OhioMeansJobs, or may be found on the Agency website: www.clarkdjfs.org. Interested CCDJFS employees must submit a current resume and a letter of interest. Please note that internal applicants no longer need to complete an Internal Application.

**Applicants needing accommodation for completing application or interview,
please contact the Human Resource department 937.327.1851.**

CCDJFS is and Equal Opportunity/ADA Compliance Employer, M/F V/H
CCDJFS does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.